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Experienced Notary Clerk (m/f/x) - Luxembourg

Are you an experienced notary clerk specialising in company law looking for a new challenge within a dynamic notary's office in Luxembourg?

Our firm is currently seeking a notary clerk to join our team specialising in company law to help us manage our heavy workload.

Your role:

Drafting and preparing notarial deeds and legal documents.

Managing cases from start to finish.

Liaising with and supporting clients.

Administrative tasks: AML/KYC and AED.

Your profile:

Proven experience in a Luxembourg notary's office.

Fluency in English, French and German is required.

A good knowledge of Luxembourgish is a major asset.

Rigour, organisational skills, proactivity and team spirit.

What we offer:

A stable, permanent contract (full-time).

A collaborative and professional working environment.

Opportunities to work on a variety of legal cases.

 **Interested? Please send your CV to max.welbes@welbes.lu.**

Please send your CV with a photo to max.welbes@welbes.lu or by post to:

**Etude Me Max Welbes
For the attention of Mr Welbes
2, rue Jean Monnet
L-2180 LUXEMBOURG**

